



Issuance of Solo Parent ID and Certificate of Indigency

ABOUT THE SERVICE

A Certificate of Indigency is issued for clients who will avail of the services of the Naga City Solo Parents Affairs Office (NCSPAPO).

Department / Office:	NAGA CITY SOLO PARENTS AFFAIRS OFFICE
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens
Who may avail	<p>Individuals who falls under any of the following categories:</p> <ul style="list-style-type: none"> • A woman who gave birth as a result of rape • Parent left solo solo or alone with the responsibility of parenthood due to death of spouse • Parent left solo solo or alone with the responsibility of parenthood while the spouse is detained • Parent left solo solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse • Parent left solo solo or alone with the responsibility of parenthood due to legal separation or de facto separation from spouse • Parent left solo solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage • Parent left solo solo or alone with the responsibility of parenthood due to abandonment of spouse • Unmarried mother/ father who has preferred to keep and rear her/ his child/ children • Any other person who solely provides parental care and support to a child or children • Any family member who assumes the responsibility of head of family
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>For New Applicants</u></p> <ul style="list-style-type: none"> • 1pc 1x1 and 1pc 2x2 photos • Certification on Solo Parents New Application • Photocopy of birth certificate of minor dependents • Affidavit of guardianship (if applicable) • Photocopy of Voter's ID or Voter's Registration • Duly accomplished application form • Duly accomplished ID form 	<ul style="list-style-type: none"> • Barangay • Philippine Statistics Authority • Public Attorney's Office • COMELEC • Naga City Solo Parents Affairs Office • Naga City Solo Parents Affairs Office



For Renewal				
<ul style="list-style-type: none"> • Certification on Solo Parents Renewal of Membership • Duly accomplished renewal form 		<ul style="list-style-type: none"> • Barangay • Naga City Solo Parents Affairs Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registration. Write your name and the purpose of the visit on the logbook.			1 minute	
	2. Interview. You will be interviewed by the staff to get pertinent information based on your purpose of the visit written on the logbook.		5 minutes	MARIA EVA C. GREGORIO Social Welfare Assistant
	3. Verification. Checking of the list of requirements depending on the services offered by the NCSPA.O.		2 minutes	
	4. Preparation of Certificates NCSPF staff prepares the certificate of indigency in 2 copies.		5 minutes	MARIA EVA C. GREGORIO Social Welfare Assistant JEZZEL R. SANTIAGO Administrative Aide
	5. Approval and release of certificate and/ or implementation of the services asked for by the client.		2 minutes	ANNABEL S.J. VARGAS CGDH I CSWD Officer
TOTAL				

NAGA CITY SOLO PARENTS AFFAIRS OFFICE

2/F Ako Bicol Bldg., City Hall Complex, J. Miranda Avenue, Concepcion Pequeña, Naga City

For more information, please contact:

Annabel S.J. Vargas, City Government Department Head I / City Social Welfare Development Officer

Tel No.: (054) 205-2980 loc 3040

E-mail: cswdo@naga.gov.ph